

FY2007 LEA Foster Care Claim Instructions (LEAs Only)

Due August 1, 2007

Overview

Questions

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General Information

- All districts that file the foster care claim will do so electronically on the secure data collection web site.
- Be sure that all errors noted in your software edit program and on the checklist in these instructions have been corrected prior to certifying the claim.
- Cell references are read as: Part number, Row number, Column number. XXXXXX
- Round all entries to the nearest whole number. Any value of .50 and above is rounded up, and any value below .50 is rounded down.
- Report actual numbers; do not estimate, allocate, or prorate.

Instructions for Navigating the Data Collection Web site

Location

<http://www.edinfo.state.ia.us>

Start Up Screen

- USER ID is the district's four-digit district number.
- PASSWORD is the same as the password assigned to the district for the BEDS web site.
- Click on the **submit button** to go to the next screen.

Application Menu Screen

- Click on the gray bar for **Foster Care Claim** to enter into that claim form section of this web site.
- Click on the gray bar **Exit** to leave this screen and return to the start up screen.

Help

- A **Help Button** is available for information on navigating the web and for instructions to forms.

Go vs. Update

- It is important to remember that the **Go** and **Update** buttons have very different functions. **Go** is used only to navigate from one form to another. **Go does not save any changes you may have made on the screen.** **Update** checks the data to make sure it is valid and saves the valid data to the Department of Education database.

Back and Forward Buttons

- After correctly entering your login and password and you are in the data collection web site, **do not use the back and forward buttons on your browser.** Using the back and forward buttons on the browser will cause the form indicated in the menu bar to not match the actual form shown on the page. If the back or forward buttons are used and the **Update** button is clicked, the **Update** will fail because the form menu and form itself do not match. Clicking the **Go** button will reset the form and updating will be allowed.

Time Out

- The Department of Education data collection web site is designed to time out a user who has been inactive on the site for thirty minutes. Inactive means no menus have been changed or the **Update** or **Go** buttons have not been clicked. This is necessary due to the amount of traffic on the web site and the amount of server resources allocated to inactive users. **After entering information, be sure to click Update right away! Any information that has not been successfully updated will be lost if the user is timed out from the server.**

Red Boxes

- Once data have been entered and the **Update** button has been clicked, the information is checked and validated by built-in edits. If there is a problem with any of the data, the same page will be returned with the problem areas highlighted in red. **Problem areas highlighted in red must be corrected before any information on the page will be saved.**

Certifying

- After all entries have been reviewed for completeness and accuracy, including contact information, submit the **Foster Care Claim** by clicking on the **Certify button**. Clicking the **Certify button** on the web based data collection signifies signing the certification form and no further paperwork is necessary. The district will not be given credit for having completed its claim until the information has been certified. Once the data have been certified, data can no longer be changed. Data will, however, still be browsable. Certify no later than the due date, which is August 1.

Instructions for Completing the Foster Care Facility Claim Form

Completing and submitting this form constitutes filing and certifying a claim with the State of Iowa.

Attendance Form for Foster Care Facilities

An attendance form for Foster Care Facilities students is included in the Appendix of *Uniform Administrative Procedures for Iowa School Officials*. This is completed and retained in the files of the district and is to be made available to the auditor during the review of the CAR. This manual is available on the Department's web site at <http://www.iowa.gov/educate/content/view/129/358/>

Add Button

The web-based data collection form has a separate add screen to input foster care/residential facility information. Click the **Add** button to go to the input screen.

Input (Add) Screen

- On the input screen, input the facility's district number or select from the name query. The facility's district number is an 8-digit number beginning with the district's 4-digit district number. To get to the name query, enter the number "8" in the facility code box and click "save." A dropdown name query will appear on the add screen. Residential facilities located within the building will have a specific number; "other facility" is 8998, and "private home" is 8999.
- Enter the number of students who meet all of the following criteria: Of school age, Iowa resident, regular education, enrolled in the district's instructional program, not a resident of the district, living in a foster care/residential facility located within the district.
- Enter the total aggregated days (absent and present) these students were enrolled in the district's instructional program while living in the facility. Do not include summer session.
- Enter the number of students who were living in the facility on October 1, 2006. If a student was inadvertently omitted from the October 2006 certified enrollment count, the district should notify its auditor who will provide information to the Department of Management in writing and an adjustment will be made on the districts count. This adjustment will show on the following year's Aid and Levy Worksheet.

To Abort

- To abort the adding of this facility, click the **Abandon Add** button. This will return the form screen.

To Save

- If the information is correct, click the **Save** button. This will return the form screen.

Toggle between the forms using the **Add** button and **Save** button until the information is entered on each facility located within the district.

With each save, the form screen will display the following information:

- Column 1**, Facility name.
- Column 2**, Facility number.
- Column 3**, Total number of nonresident foster care students served who meet the criteria.
- Column 4**, Total aggregates days enrolled.
- Column 5**, Total number of nonresident foster care students who were enrolled on October 1, 2006.
- Column 6**, This column is automatically calculated. It is the total aggregate days for which the district will receive its district cost per pupil (DCPP) due to counting of the nonresident foster care students in its certified enrollment.
- Column 7**, This column is automatically calculated. It is the maximum reimbursement allowed. The calculation is the difference between column 4 and column 6 multiplied by the district's District Cost Per Pupil (DCPP), also called the Maximum Tuition Rate, for FY07.

Final Steps

This completes the instructions for completing the claim form. LEAs take the following steps after completing the claim form:

- Enter the contact information on the form.
- Compare the current year's submission with similar data for the previous year. Large differences may indicate an error. Provide a written explanation by email for unusual changes in items.
- Note the due date and submit on or before that date.
- Have an independent person review the claim. This review includes comparing the entries to the original documents, determining that all instructions and DE regulations have been followed, and that the entire document passes the edit checklist review. The checklist has been designed to identify potential problems in theory and mechanics. If an independent person is not available, then the data provider may conduct the review.
- Submit the claim electronically via the Internet.

Edit Checklist

Use this checklist to detect and correct all errors or to explain edits prior to submission of the claims. The checklist should be completed by an independent reviewer. Retain this completed and signed checklist in the district records to be provided to the independent auditor and to submit to the DE if requested.

General:

- _____ The claim has been filed electronically.
- _____ All entries are actual entries; none have been estimated, allocated, or prorated.
- _____ All questions from the Department of Education staff have been responded to no later than the following day.

Students living in a Foster Care Facilities Claim

- _____ This part was completed only by LEAs.
- _____ If the LEA served Iowa students living in foster care facilities who did not require special education services and who were not resident students prior to entering foster care; and the district wants to submit a claim for additional funding, then complete this form.
- _____ Facilities name and number have been correctly recorded in columns 1 and 2.
- _____ The total number of students listed in column 3 who meet listed criteria is a cumulative headcount.
- _____ Column 4 is completed.
- _____ Column 5 is completed and has been compared to teacher lists used for the certified enrollment in October 2006.
- _____ Columns 6 and 7 will be automatically calculated.
- _____ All information requested was completed so that the district and contact person can be identified.
- _____ Backup documentation is available and will be given to the auditor.

State Response

LEAs are responsible for timely and accurate reporting and responding to questions raised by the Department of Education staff or the auditors. Personnel at the Iowa Department of Education perform edit procedures on each claim to check for internal and longitudinal consistency. Questionable entries may be referred to the LEA for verification or correction before finalizing payments.

Audit Review

Federal and State law requires the CAR to be audited. CARs are audited during the annual audit by an independent or state auditor. The auditor includes in the audit comments information regarding the accuracy and timeliness of the filing. The claim is part of the CAR for audit purposes.

Record Retention

The claim submitted and supporting worksheets should be retained for at least five years after approved during the audit.